

ABSTRACT

A method and apparatus for managing, storing and indexing form-based business records ("forms"). Forms may be selected, printed, scanned, and indexed locally through use of an integrated device ("box"). A copy of a form may be transmitted across a network to a remote storage location, where the form is stored and indexed. All transmission between the box and remote storage location is user-transparent; to a user, the remote storage location appears as a local output device. Forms may be downloaded from the remote storage location through the box for manipulation, and transmitted back to the remote storage location for storage as necessary.